

## **Division of the State Architect Advisory Board**

### **Final Minutes of Quarterly Meeting Thursday, April 14, 2005 9:30 a.m. to 3:00 p.m.**

California Community Colleges Building  
1102 Q Street, Third Floor, Rooms 3B and 3C  
Sacramento, California

#### **DSA Advisory Board Members Present**

Lowell Shields, Chair  
Art Ross, Vice Chair  
Gale Bate  
Paul Beyl, Jr.  
David Clinchy  
Ed Darden  
Robert Dyson  
Stephanie Gonos  
Kennith Hall  
Charles Higuera (arrived late)  
Mike Modugno  
Richard "Pete" Peterson  
John Paul Scott  
Dennis Shallenberger  
Thomas Shih  
Jim Ward

#### **DSA Staff Present**

Mary Ann Aguayo, Exec. Dir., DSA AB  
John Baca  
Dennis Bellet  
Richard Conrad  
Eric France  
Elizabeth Schroeder  
Howard "Chip" Smith  
David Thorman, State Architect  
John Vester

#### **Others Present**

Kurt Cooknick, AIA California Council

#### **State Agency Representatives Present**

Diane Waters, California Dept. of Education  
Chris Wills, California Geological Survey  
Gin Yang-Staehlin, California Community Colleges

#### **Board Members Absent**

Kerry Clegg  
JoAnn Koplin  
Richard Henry  
David Smith

#### **1 Call to Order and Introductions**

2 DSA Advisory Board Chair Lowell Shields called the meeting to order at 9:30 a.m.

3

4 Mr. Shields introduced and welcomed the new State Architect, David Thorman. He said Mr.  
5 Thorman would be talking about his vision for DSA and the Advisory Board later in the  
6 meeting.

7

8 Mr. Shields noted that since the last meeting, the Building Standards Commission rescinded  
9 their decision to adopt the NFPA 5000 as the state's model code, an action that will have  
10 implications for DSA's workload.

1 Participants took turns introducing themselves.

2  
3 **DSA Advisory Board Quarterly Meeting Report**

4 **Approval of Minutes, January 18, 2005**

5 Mr. Shields drew attention to the report of the last quarterly meeting under Tab 1 of the  
6 meeting packet and welcomed comments.

7  
8 Mr. Bob Dyson noted Lines 26 and 27 on Page 8 need the name of Assemblywoman  
9 Goldberg's representative and Ms. Carol Bradley's affiliation filled. Ms. Mary Ann Aguayo said  
10 the staff will try to supply the missing information.

11  
12 A Board member indicated that Mavonne Garrity was the person representing  
13 Assemblywoman Goldberg.

14  
15 **Mr. Kenneth Hall made a motion, seconded by Mr. Dyson, to approve the report of the**  
16 **January quarterly meeting as amended.**

17  
18 Mr. Shields noted one of the action items on the appeal was notifying the appellant in writing of  
19 the Board's decision. He said that occurred through the director's office.

20  
21 A Board member pointed out the phone number listed on the agenda for notifying the staff  
22 regarding attendance needs to be updated. Ms. Aguayo responded that the error will be  
23 corrected.

24  
25 Mr. Dyson drew attention to the statement beginning on Line 17 on Page 20, indicating that  
26 "Board members unanimously indicated they were inclined to affirm DSA's decision." He  
27 noted the word "inclined" seems too vague; he suggested clarifying that Board affirmed DSA's  
28 decision. Mr. Shields proposed changing the sentence to read, "Board members unanimously  
29 affirmed DSA's decision."

30  
31 **Without objection, the Board accepted the meeting report of the January quarterly**  
32 **meeting as amended.**

33  
34 Mr. Gale Bate reported that he supplied the information mentioned in Line 22 of Page 20, and  
35 he asked if was received by the Board. Ms. Aguayo said she did not recall receiving the  
36 materials. Mr. Bate offered to send the documents again.

37  
38 Ms. Stephanie Gonos suggested reviewing the follow-up items appended to the meeting  
39 report.

40  
41 Mr. Shields noted the first item, regarding membership expirations, will be addressed as part of  
42 a later agenda item. The second item, operational guidelines, is currently on hold and will be  
43 referred to the Policies and Procedures Committee.

44  
45 Referring to the third follow-up item regarding update reports, Ms. Aguayo said each  
46 committee that met since the last quarterly meeting will be making reports.

47  
48 Mr. Shields noted the CASH conference will be discussed during the meeting, and the ad hoc  
49 committee working on the CSBA conference in December has not met.

1 Mr. Shields reported that Ms. Aguayo will provide the Policies and Procedures Committee with  
2 some revised language at the committee's next meeting, and the revisions will come to the  
3 Board at the next quarterly meeting.

4  
5 Mr. Shields proposed deferring Item 1.10.20, DSA strategic plan follow-up, to the next meeting.

6  
7 Mr. Shields welcomed suggestions from Board members regarding tours and other interactive  
8 activities.

9  
10 Mr. Shields noted the next item, tracking of follow-up items after each meeting, is being done  
11 on an ongoing basis by the staff.

12  
13 Mr. Shields said the Play Area Task Group of the Universal Design Committee (DSA)  
14 concluded that DSA has no formal process for review of playgrounds; accordingly, the Board  
15 affirmed the committee's recommendation to disband the task group. Since that time,  
16 however, the staff determined there were still some issues for the task group to discuss. Mr.  
17 Shields proposed that the Board might want to reconsider its decision.

18  
19 Ms. Aguayo drew attention to the first paragraph on Page 12 of the January 18 meeting  
20 minutes, indicating that Mr. Pete Peterson planned to make a recommendation to the UDC to  
21 abolish the group.

22  
23 Mr. Peterson said his recollection was that the Board already agreed that the task group  
24 should be disbanded. He explained that the task group looked at different materials for play  
25 areas, accessibility issues, and path of travel. He noted the group concluded that use of  
26 engineered wood fiber and shredded rubber for playground travel surfaces should be  
27 discouraged. However, he added, DSA has no inspection or enforcement authority.

28  
29 Mr. Shields observed that the Board acted before being presented with a formal  
30 recommendation from the UDC. He recommended following the normal process of having the  
31 committee make a recommendation as to whether the task group should be continued.

32  
33 Ms. Aguayo stated that the staff reviewed the tapes of the January 18 meeting and verified that  
34 the minutes accurately reflect what was said. She said the staff is in the process of preparing  
35 the agenda for the next UDC meeting, and this issue will be included. Ms. Aguayo noted the  
36 Policies and Procedures Committee will be reviewing proposed new provisions to provide a  
37 more formal structure for task groups to ensure they have specific goals, deliverables, and a  
38 timetable.

39  
40 Mr. Shields drew attention to Item 1.02.03, regarding an update on DSA's sustainability  
41 program. Mr. Richard Conrad reported that the Department of General Services (DGS) is part  
42 of the statewide Green Action Team. He said the director has created a new position to  
43 coordinate the 31 distinct energy-related activities within DGS. Mr. Conrad noted that the  
44 Green Action Team was meeting that day to provide further direction, so there would be more  
45 to report at the next meeting.

46  
47 **Safety and Emergency Response Committee Report**  
48 **December 1, 2004**

49 Committee Member Gale Bate reported that the committee is continuing to collect and review  
50 information regarding school sites used as evacuation sites during disasters. He said the  
51 committee is also looking at siting and stocking of emergency supply bins on school sites, and

1 the end product will be guidance to school districts in their emergency planning efforts.

2  
3 Mr. Bate noted the committee continues to discuss how school buildings should be evaluated  
4 for use as evacuation sites. He commented that Red Cross appears to be mostly responsible  
5 for evacuation site selection, and the committee wants to develop a pre-evaluation process to  
6 ensure facilities are safe for public occupancy. Mr. Bate said the current factors used by Red  
7 Cross were facility size, meal preparation facilities, and restrooms; there is no evaluation to  
8 verify structural safety.

9  
10 Mr. Bate noted the committee reviewed and discussed Department of Education information  
11 regarding school emergency plan updates, and this will be an ongoing topic for the committee.

12  
13 Mr. Bate drew attention to the motions on Page 5 of the December 1 meeting minutes,  
14 beginning at Line 30. He said the committee recommends that the DSA Advisory Board  
15 initiate correspondence between DSA and OES regarding integration of school safety plans  
16 with the plans of their local jurisdictions. Mr. Bate explained that the committee wants to  
17 improve the level of coordination and cooperation to ensure consistency between school  
18 emergency plans and those of municipalities.

19  
20 Mr. Bate reported the committee passed another motion to conduct research on existing  
21 literature regarding criteria and selection of shelters. He said the committee hopes to create a  
22 master list of shelter sites so emergency planners know in advance which sites to use.

23  
24 **Mr. Dennis Shallenberger made a motion, seconded by Mr. Hall, to accept the report of**  
25 **the Safety and Emergency Response Committee.**

26  
27 Mr. Hall commented that some schools place their emergency bins in the way of fire access or  
28 under high-voltage lines. As an alternative approach regarding shelters, he suggested  
29 identifying particular buildings that should not be used for shelters.

30  
31 Mr. Bate said the committee discovered there are probably many buildings acceptable to the  
32 Red Cross that should not be used as shelters because of their structural condition.

33  
34 Mr. Dyson stated that his firm reviewed the list the San Diego Unified School District obtained  
35 from DSA and found numerous omissions. For example, he said, none of the older high  
36 school buildings in San Diego were on the list, and almost all have some susceptible buildings.  
37 Mr. Dyson added that there were also a number of buildings on the list that were investigated  
38 further and found to be structurally sound.

39  
40 Mr. Dyson noted the minutes of the committee's last meeting suggested that some schools'  
41 emergency bins were used by fire departments rather than the schools. Mr. Hall clarified that  
42 some districts may have mutual agreements with the local fire authorities, but in most cases,  
43 the bins are used to hold emergency supplies for students. He added there is a list defining  
44 the recommended bin contents.

45  
46 Mr. Ed Darden said there were two major unforeseen dangers experienced in the Coalinga  
47 earthquake. First, nobody knew where gas and electric shutoff valves were located, and  
48 second, Red Cross set up headquarters in a gymnasium that had suffered severe structural  
49 damage. Mr. Darden expressed his opinion that every district should be required to provide a  
50 current list of people who know the location of shutoff valves, and that DSA immediately  
51 dispatch engineering teams to check facilities Red Cross intends to use.

52 Ms. Gonos noted that when the committee reaches a consensus and develops guidance for

1 districts, DSA and the California Department of Education can work together to disseminate  
2 the information and present workshops at conferences.

3  
4 Mr. Peterson observed there are some school campuses consisting primarily of modular  
5 buildings that lack large facilities such as cafeterias, gyms, or auditoriums.

6  
7 Mr. Darden drew attention to Page 6 of the committee minutes, Line 11, and encouraged  
8 Board members to attend the Disaster Resistant California Conference in May. He said more  
9 information is available on the Web site.

10  
11 Mr. Shields asked about the status of the Seismic Safety Commission's report on the safety of  
12 public, private, and charter schools. Ms. Aguayo said she contacted the Commission staff and  
13 was waiting to hear back regarding the cost of copying the document.

14  
15 Mr. Shields noted the minutes mention the possibility of inviting someone from the Alameda  
16 schools to make a presentation to the Board, having a future meeting in Alameda County, and  
17 visiting the OES center. Mr. Bate said the committee hoped to tour OES in conjunction with  
18 the May meeting. Ms. Aguayo advised that OES can provide a tour, but there are no meeting  
19 facilities available at the OES site.

20  
21 Mr. Shields observed there are numerous follow-up items. He asked the staff to identify those  
22 that have been completed and attempt to pare down the list.

23  
24 Mr. Dyson recommended that the Board accept the committee report and approve the  
25 December 1 minutes. He noted the minutes were not available in time for the committee to  
26 review and approve them at the January meeting.

27  
28 **Mr. Shallenberger and Mr. Hall agreed to include approval of the minutes in the motion.**  
29 **Without objection, the motion was unanimously approved.**

30  
31 **Inspector Committee Report**  
32 **February 10, 2005**

33 Committee Chair Dennis Shallenberger noted there has been some concern by committees  
34 about the level of staff support DSA is willing to commit for various committee activities. He  
35 said he was surprised by Mr. Castellanos' sudden departure and the lack of advance notice.  
36 He urged the staff to communicate more frequently and candidly with the Board about changes  
37 within DSA.

38  
39 Mr. Shallenberger expressed his appreciation for the staff's diligent tracking of follow-up items  
40 from previous meetings. He said he would review and update the list with the committee at the  
41 next committee meeting.

42  
43 Mr. Shallenberger reported that the Inspector Committee discussed the need to update the  
44 project inspector exam process, and DSA staff will be meeting with State Personnel Board for  
45 assistance with the revision process.

46  
47 Mr. Shallenberger said the committee also talked about the proposed disciplinary process for  
48 project inspectors. He noted the group reviewed a draft prepared by Mr. Jeff Enzler proposing  
49 a progressive system with steps ranging from letters to formal investigations to revocation of  
50 certification and even possible criminal action.

51 Mr. Shallenberger noted that after considering the possibility of multi-disciplinary field oversight

1 by construction supervisors and use of CSI's, DSA concluded it would be more productive to  
2 fill existing positions and focus on core competencies.

3  
4 Mr. Shallenberger said other topics discussed by the committee were the laboratory evaluation  
5 acceptance (LEA) program for review and discipline of materials testing laboratories; DSA's  
6 plans to write an interpretive regulations regarding every aspect of special inspection; a  
7 proposed sampling and testing of materials policy notice; a proposed new structural testing  
8 and special inspections checklists, and DSA's proposed new electronic field review process.

9  
10 Mr. Shallenberger noted the committee plans to work with the staff as the inspection program's  
11 policies and procedures are upgraded. He commended DSA for its progress so far.

12  
13 Mr. Shallenberger proposed setting the next committee meeting date after the Board  
14 establishes its meeting schedule.

15  
16 **Mr. Hall made a motion, seconded by Mr. Bate, to accept the Inspector Committee**  
17 **meeting report.**

18  
19 Mr. Paul Beyl asked how many people took and passed the last inspector exam. Mr. John  
20 Baca reported 186 people took the exam, and 41 passed, or 22 percent. He noted this pass  
21 rate is about average.

22  
23 Mr. Beyl drew attention to Page 6 of the minutes, beginning with Line 34. He clarified that he  
24 did not consider inspectors sleeping on the job the most critical problem; rather, he said he  
25 intended to cite that as an example of a problem. In Line 38, he suggested replacing "project  
26 designer's" with "project manager's."

27  
28 Referring to Page 10, Line 7, Mr. Beyl said he thought Mr. Shallenberger's suggestion  
29 pertained to inspectors in general, and he recommended deleting the word "special." Other  
30 Board members confirmed that interpretation.

31  
32 Mr. Baca reported that because of liability concerns, DSA decided that all special  
33 accommodations requests will be referred to the Department's Reasonable Accommodations  
34 Coordinator for consideration.

35  
36 **Without objection, the Inspector Committee meeting report was accepted unanimously**  
37 **as amended.**

38  
39 A Board member observed that one of the reasons the Inspector Committee was formed was  
40 in response to the anticipated statewide inspector shortage for school construction projects,  
41 and he asked about the status of the inspector workforce. Mr. Baca estimated there were  
42 between 1500 and 1800 active inspectors; he stated that DSA has received no comments from  
43 school districts unable to find inspectors.

44  
45 Mr. Shields commented that the increase in healthcare construction projects in the coming  
46 years will put additional pressure on the supply of inspectors.

47  
48 Mr. Baca said the staff is looking into the possibility of providing inspectors with an energy  
49 code checklist, an access checklist, and other tools.

50  
51  
52 **Building Standards Committee Report**

**February 17, 2005**

Committee Chair Tom Shih reported that the Building Standards Committee spent most of its meeting time talking about code adoption issues. He said the committee continues to work on a number of other issues, including inspection of glulam beams, stop work order procedures, and ordinary moment-frame modular buildings.

Mr. Shih noted the committee devoted a number of meetings to issues pertaining to adoption of NFPA 5000 as the state's new model code. He said NFPA 5000 would have required hundreds of amendments, and copyright problems had to be resolved. Adoption of the ICC codes will probably be more efficient, but the staff needs to revise its work plans accordingly. Mr. Shih invited Mr. Chip Smith to talk about DSA's plans to implement adoption of the IBC as the state's model code.

Mr. Smith reported that the Building Standards Commission received updates in January from each of the state agencies regarding issues impeding the progress in adopting NFPA 5000. The agencies were directed to meet to resolve the issues and report back to the Commission in March. The Coordinating Council and agencies met and unanimously agreed that the impediments to adopting NFPA 5000 were overwhelming and irresolvable. The Council went back to the Commission with a unanimous recommend to adopt the ICC building, fire, and residential codes instead. On March 16, the Building Standards Commission rescinded its previous decision and directed agencies to move forward to prepare amendment packages for the ICC codes.

Mr. Smith stated that the agencies met last week and will meet again next week to develop a coordinated work plan for creating the amendment package. He said the goal is to have the ICC codes adopted by the end of 2007 or very early 2008. Working backwards, the amendment package would need to be submitted in about 12 months. Mr. Smith advised that with the IBC as the base document, the scope of work will be manageable for the staff.

Mr. Smith added that the agencies agree that the 2006 edition of the model codes will be proposed for adoption, so California will finally have a current code.

Mr. Bate asked if there would be enough time for DSA to develop appropriate code amendments within a year. Mr. Smith responded that 2006 edition of the code will probably be available in November. He said the staff is proceeding in the interim with the 2003 code, with the changes already known.

Mr. Bate said he understood the Coordinating Council affirmed its intent that the model code should maintain the same level of fire and life safety as that under current codes. Mr. Smith stated that the agencies are currently engaged in a dialogue to define those terms.

Mr. Beyl noted DSA has expressed an intent of getting the building code aligned with current ADA Accessibility Guidelines (ADAAG). He said that if California intends to go with the 2006 code, that document will have an entirely new accessibility section harmonized with the new ADA regulations. Mr. Beyl asked for clarification as to whether California will be using the new Chapter 11A or the new IBC Chapter 11.

Mr. Conrad stated that DSA's primary focus right now is getting the accessibility guidelines certified. Once the new code is adopted in 2007, a new certification process will be initiated.

Mr. John Paul Scott asked if it was the state's intent to maintain the same level of excellence in

1 accessibility standards as provided in the current code. Mr. Conrad confirmed that DSA does  
2 not envision moving backwards.

3  
4 **Mr. Bate made a motion, seconded by Mr. Dyson, to accept the Building Standards**  
5 **Committee meeting report.**

6  
7 Mr. Hall pointed out a correction to the minutes. He noted on Page 2, Line 42, the word “staff”  
8 should be changed to “status.”

9  
10 Mr. Dyson said he understood the Building Standards Commission rescinded their decision to  
11 adopt NFPA 5000; he asked whether the Commission officially adopted the IBC. Mr. Smith  
12 said the agencies were going forward based on the unanimous recommendation to adopt the  
13 IBC. The Commission will have no further role until the agencies submit proposed regulations.

14  
15 Mr. Smith clarified that the Coordinating Council voted unanimously to move forward with the  
16 ICC.

17  
18 **Without objection, the report was accepted unanimously as amended.**

19  
20 **CASH Conference Workshop Ad Hoc Committee Report**  
21 **March 3, 2005**

22 Mr. Shields drew attention to the materials under Tab 5 of the meeting package. He noted Mr.  
23 Conrad facilitated a panel discussion at the CASH workshop regarding excellence, and he  
24 invited Mr. Conrad to talk about the event.

25  
26 Mr. Conrad reported that there was a good, interactive discussion on principles of excellence,  
27 and attendees made positive comments about the presentation. He suggested having a two-  
28 phase presentation at next year’s conference: a presentation on excellence in school design  
29 and an interactive workshop.

30  
31 Mr. Shields observed that the excellence initiative is being bolstered by some statewide  
32 policies now. He noted excellence is a great program, and the message needs to be  
33 disseminated. He thanked staff and Board members who helped with the event.

34  
35 Ms. Aguayo reported that the DSAAB Ad hoc committee members recommend using same  
36 format for the 2006 CASH conference. She said Tab 5 includes all of the suggestions and  
37 important points made at the workshop session. The original intent was to compile a summary  
38 to post on the Web page.

39  
40 **State Architect’s Report**

41 Mr. Shields thanked Mr. Conrad for his leadership and guidance as Acting State Architect  
42 since Mr. Castellanos’ departure. He commended Mr. Conrad for keeping DSA’s programs  
43 and operations running smoothly and invited him to provide an update on recent activities.  
44 Mr. Conrad said DSA staff has been busy with adjusting to implementation of IBC as the new  
45 model code. He noted the ongoing staff reorganization is almost complete, and progress is  
46 being made in revamping the inspector program.

47  
48 Mr. Shields suggested discussing pending legislation of interest to DSA. Mr. Conrad  
49 distributed and reviewed a list of bills pertaining to issues within DSA’s purview. He noted  
50 many of the bills are spot bills, and substantial amendments can occur as the measures make  
51 their way through the legislative committee process.



1  
2 Board members questioned implications of the proposed legislation regarding community  
3 colleges. Mr. Conrad explained that the intent was to expedite and streamline processing of  
4 community college projects, and some of the improvements will benefit all DSA customers. He  
5 offered to provide more details about the proposal at the next meeting.

6  
7 Mr. Shields noted Mr. Dave Clinchy, representing the community colleges, recently joined the  
8 Board, and the Board previously talked about establishing a committee on community college  
9 issues. He suggested revisiting that idea. He observed that an alternative might be to have  
10 Mr. Clinchy make regular reports to the Board on community colleges activities.

11  
12 Ms. Gin Yang-Staehlin stated that in response to the governor's veto message regarding AB  
13 3010 last year, in which he directed the parties work out an administrative solution to adopting  
14 the reforms proposed in the legislation, the community colleges, in conjunction with DSA,  
15 design professionals, and stakeholders, arrived at a consensus on 18 recommendations to  
16 improve DSA policies and procedures. She said some of the key recommendations involve  
17 providing training sessions for people interested in learning about the DSA process, and  
18 developing an alternative process.

19  
20 Mr. Dyson asked for more details about the implications of AB 162 (Leslie). Mr. Conrad said  
21 he believed AB 162 was basically the same as AB 3010.

22  
23 Mr. Dyson questioned the purpose of SB 1054 (Soto), regarding charter schools. Mr. Conrad  
24 said he was not familiar with that measure.

25  
26 Ms. Diane Waters stated that SB 1054 clarifies that charter schools, whether publicly or  
27 privately funded, are not exempt from the California Building Code.

28  
29 Mr. Shields invited State Architect David Thorman to discuss his plans and vision for DSA.

30  
31 Mr. Thorman provided a brief overview of his background and experience. He said he spent  
32 half his career in architecture and half in construction, and had worked on both private and  
33 public projects, including some for the California Department of Corrections.

34  
35 Mr. Thorman said he relied on considerable discussion, interaction, and teamwork as a basis  
36 for making decisions. He expressed his appreciation to the DSA Advisory Board for providing  
37 advice and input.

38  
39 Ms. Gonos asked if DSA will provide a regular representative at CASH meetings to update  
40 school districts on what is happening within DSA. Mr. Thorman confirmed his intention of  
41 working closely with CASH and other organizations.

42  
43 Mr. Shields thanked Mr. Thorman for his remarks and said the Board looks forward to working  
44 with him in the coming months.

#### 45 46 **Executive Director's Report**

47 Mr. Shields said some Board members had expressed concern about the availability of staff  
48 support for committee and Board activities, especially in light of some of the recent staff  
49 changes.

50 Mr. Conrad explained that Ms. Elena Tarailo was reassigned to the Sacramento regional  
51 office, Mr. Jim Hackett is working on DSA's emergency response plan, and Ms. Susan Georgis

1 moved to the energy program. He noted Ms. Aguayo works full-time for the Board, and Ms. Liz  
2 Schroeder provides additional support.

3  
4 Ms. Aguayo said the reorganization has necessitated some adjustment in staff assignments.  
5 She reviewed a chart showing how DSA Advisory Board agendas are developed, and she  
6 described the roles of staff, committee members, and the Board.

7  
8 Ms. Aguayo noted she has been working to record and track follow-up items after each Board  
9 and committee meetings. She drew attention to the status reports provided in the meeting  
10 packet after each set of committee minutes.

11  
12 Ms. Aguayo said the meeting packet also contains information on *Williams* case follow-up  
13 activities and workshops, and a copy of the Executive Order regarding energy efficiency.

14  
15 Ms. Aguayo advised that in the future, draft meeting minutes will be sent to each chair and vice  
16 chair of the respective committee or board for review and correction before they are presented  
17 to the Board.

18  
19 Ms. Aguayo reminded Board members to return the surveys regarding their interest in  
20 continuing to serve on the Advisory Board. A number of Board members said they had not  
21 received the forms. Ms. Aguayo said they will be sent again.

22  
23 Ms. Schroeder asked Board members to check the contact information under Tab 7 of the  
24 meeting packet and let the staff know of any changes.

25  
26 At 11:45 a.m., the DSA Advisory Board recessed for lunch. Mr. Shields reconvened the  
27 meeting at 1:00 p.m.

### 28 29 **Super-Partnering Forum Update**

30 Mr. Shields noted Mr. Rich Henry was not present, but Mr. John Vester could provide an  
31 update. Board members decided to proceed with other items until Mr. Vester returned.

### 32 33 **Membership Expirations**

34 Mr. Shields said almost all Board terms are expiring in September, 2005. He noted the three  
35 ex-officio members serve at the pleasure of the State Architect, so their terms have no fixed  
36 expiration. Under current bylaws, each of the other Board members can serve a maximum of  
37 two terms; terms may be extended one year beyond their expiration dates or until a  
38 replacement is selected. Mr. Shields noted the Board discussed the importance of continuity  
39 in carrying on some of its important functions and determined the best way would be to have  
40 staggered terms. In response, the staff surveyed Board members as to their interest in serving  
41 additional one-, two-, three-, or four-year terms. Mr. Shields added that hoped to have  
42 proposed term assignments for the Board's review at the next meeting.

43  
44 Mr. Shields encouraged Board members not interested in additional terms to submit names of  
45 other people who might be able to serve. Mr. Shallenberger asked if DSA was interested in  
46 potential committee members, and Mr. Shields welcomed suggestions in those areas too.

47  
48 Mr. Shields said the Board normally holds its yearly planning meeting in September, but given  
49 the changes at DSA, he suggested instead having a two-day planning meeting sometime the  
50 next quarter.

1 Mr. Shields noted his term as chair will be expiring in September as well. He asked for  
2 volunteers to serve on an ad hoc committee to nominate a new chair. Mr. Bate recommended  
3 continuing with the current slate of officers for at least another term.

4  
5 Mr. Darden said that the last time the Board selected a chair and vice chair, there was  
6 discussion about establishing a regular succession process whereby the vice chair would take  
7 over. Mr. Shields encouraged Board members to think about this issue and converse  
8 informally later.

9  
10 Mr. Art Ross clarified that when he accepted the vice chair position, he had no expectation of  
11 becoming chair, but he expressed his enthusiastic support for the direction the Board is  
12 moving. Mr. Thorman commented that the Board seems well organized and focused, and he  
13 said he looks forward to the Board's continued assistance and advice.

14  
15 In order to give the new State Architect time to adjust, Mr. Darden suggested it might be best  
16 for all Board members to continue their terms for one year, and then adopt a staggered term  
17 cycle.

18  
19 Board members talked about the purpose and mission of the DSA Advisory Board, some of its  
20 past achievements, and examples of the wide-ranging issues the Board is addressing.

21  
22 Mr. Shields proposed that he confer with Mr. Thorman and the staff and come back with a  
23 recommendation for establishing an ad hoc nominating committee at the next meeting.

#### 24 25 **Super-Partnering Forum Update (Continued)**

26 Mr. Vester reported that the Super-Partnering Forum, a collection of stakeholders, including  
27 representatives from DSA, RESD, OPSC, DGS, AOC, AIA, CMAA, AGC, SEAOC, and other  
28 organizations, met in March. He said the group is currently considering improvements to the  
29 design-bid-build process, preapproved plan details, building information management (BIM)  
30 systems, and other issues. The next meeting is scheduled for Monday, May 16.

31  
32 Mr. Vester said the Super-Partnering Forum developed a vision statement and mission. Board  
33 members requested copies of those documents.

#### 34 35 **Schedule Upcoming Committee and Board Meetings**

36 DSA Advisory Board members agreed to the following schedule of meetings:

- 37 • Universal Design Committee: Task groups, May 9, Committee May 10, 2005
- 38 • Super-Partnering Forum, May 16, 2005
- 39 • Safety and Emergency Response Committee, week of May 16, 2005
- 40 • Excellence in Public Buildings Committee, May 26, 2005
- 41 • Policies and Procedures Committee, June 9, 2005
- 42 • Inspector Committee, June 22, 2005, in Sacramento
- 43 • DSA Advisory Board Quarterly Meeting, July 21, 2005, possibly in San Diego

#### 44 45 **New Business**

46 Mr. Peterson said the Universal Design Committee noted the code requires that the \$25,000  
47 dollar amount for alterations subject to DSA review should be adjusted annually, beginning in  
48 1999. He recommended making sure the adjustment takes place.

#### 49 **Good of the Meeting**

1 Mr. Scott reported that the International Code Council announced that task groups will be  
2 established to look at harmonizing the ICC-ANSI A117.1 standard with the U.S. Access  
3 Board's new accessibility guideline. Mr. Scott said the ICC is considering adopting the entire  
4 recreational section into the ICC-ANSI standard, a process that would make the document  
5 much more difficult to adopt.

6  
7 Mr. Shields thanked the staff for arranging coffee service for the meeting, and he encouraged  
8 Board members to contribute.

9  
10 Ms. Schroeder said she would be sending copies of travel guidelines to members soon.

11  
12 **Public Comments**

13 There were no members of the public who wished to address the DSA Advisory Board.

14  
15 **Adjournment**

16 There being no further business, Mr. Dyson made a motion, seconded by Mr. Bate, that the  
17 meeting be adjourned. The meeting was adjourned at 2:00 p.m.